



**TRAINING OPPORTUNITY**  
**Detrick Center for Training and Education Excellence**  
**Fort Detrick, MD**

**Course Title: PROJECT MANAGEMENT**

**Dates / Location / Hours:** 1-3 Jun 04 / DCTEE, Classroom 2, Bldg. 1520, Fort Detrick, MD / 0800-1600

**Registration Deadline:** 25 May 04. Call the Course Manager if you have a nomination but have missed the suspense; there may still be spaces available.

**Cost:** \$395 per student.

**Vendor:** Lausanne Institute, Kennett Square, PA

**Description:** This course is a complete process, which addresses all the components necessary for managing an effective project. Managing projects successfully and effectively is a growing necessary and essential tool. The ability to gain the commitment and critical input from all the key players feeding into a project and impacted by the project, has become an essential set of skills for those responsible for leading and managing projects. The need for a systematic process as a tool for communicating among the various stakeholders is as critical as managing the process itself.

This course will teach an easy-to-use process for effective project management. Learn how to plan, schedule, and control your project. You will benefit from this training by learning skills and techniques that will improve your communications with management; improve coordination with peers and related work groups; and help you to identify areas for negotiation prior to project implementation. Benefit from the use of practical applications and systematic critical feedback. Understand the project flow over time.

**Content:** Topics covered in this program are:

- Defining the overall project goals and objectives
- Clarifying and communicating the projects purpose to gain up-front commitment
- Gaining a clear definition of project authorities and responsibilities
- Organizing the project team and critical contributions
- Defining and committing resources
- Establishing a budget tracking process
- Planning and tracking tasks with Gantt Charts
- Focusing on the critical path
- Leading the project team...the people side
- Managing contingencies and systematic reviews

**Benefits:** This is a course that will increase the manager's role and add to his professional training; prepare anyone to take on a project manager's role that will advance their career and benefit the organization; and assist teams that have been stuck in mid project.

**Instructional Methods:** Lecture and group interaction.

**Who should attend:** This course is for anyone who manages programs or is involved with project management.

Check your Army Civilian Training Education and Development System Plan at <http://cpol.army.mil/library/train/acteds/index.html> to see if course will satisfy the core competency requirements in your Career Program or Career Field.

**Course Manager:** Tel. 301-619-3360, Fax 301-619-2884, E-Mail: [USAGDCTEE@det.amedd.army.mil](mailto:USAGDCTEE@det.amedd.army.mil)

**How to Nominate and Apply:** FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37.

**Do not attend unless you have received confirmation from the course manager prior to the start of the course.** Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

**Notes:** Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).